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ALEXANDRIA TO HOST FALL 1990 CONFERENCE: AUTOMATION IN ARCHIVES

Historic Alexandria, Virginia, will be the site of the Fall MARAC Conference, November 1 through 3, 1990. Founded by Scottish merchants in 1749, Alexandria was an important port well before the establishment of the federal city of Washington, DC. Today, with many of its buildings on the National Register, its eighteenth century charm mingles with the bustle of twentieth century shops. The Local Arrangements Committee has organized several events to introduce or reacquaint attendees with the city's history. On Thursday, there will be three pre-conference tours to nearby plantations: Gunston Hall, home of George Mason and famous for the carved wood decorations of William Buckland, and Pohick Church, where Mason and Washington worshipped; Mount Vernon, where several rooms have recently been restored to their original paint schemes; and Woodlawn, the home of Washington's stepdaughter, Nellie Parke Custis Lewis. A fourth pre-conference tour, a walking tour of Old Town Alexandria, will explore its quaint streets and historic buildings and monuments. The speaker at the Friday luncheon will be Pam Cressey, archaeologist for the City of Alexandria, who will be giving a talk titled "Urban Archaeology in Alexandria - Excavating and Managing Artifacts and Archives."

Pam will be making some interesting comparisons and contrasts between archives and archaeology and will also discuss how automation is incorporated into her work. This promises to be an interesting presentation. Friday night's reception will be at Gadsby's Tavern, a popular eighteenth century inn where many notables of the young Republic wined, dined, and conversed and where George Washington held his annual birthday ball.

The Old Colony Inn will serve as the conference hotel. It is located just off the George Washington Parkway and convenient to National Airport. The hotel provides unlimited parking and shuttle bus service to the METRO (subway).

Child care will be available and information concerning how to make arrangements will be in your registration package.

The conference rates at the hotel are \$78/single and \$88/double for October 31 and November 1 and \$60/either single or double for November 2 and 3. Attendees may wish to take advantage of this and extend their stay to include a visit to the monuments and museums of Washington, DC, just across the river and a few METRO stops away, or to visit other historic sites and enjoy the fall scenery of northern Virginia.

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Automation in Archives

(Continued from p.1)

The MARAC Fall 1990 Conference will be devoted to the theme, "Automation in Archives," that is, using automation to assist in the administration of archives, concentrating on microcomputer techniques for the enhancement of archival practice.

It is fitting that MARAC be early among the regional organizations to offer such an exclusive theme. The MARAC region is rich in resources for learning more about automation. We can draw upon institutions in the Federal government, in our several strong state archival administrations, and in college and university archives in addition to our colleagues in religious and other archives, historical societies, and manuscript collections.

For three years running one of the most popular sessions at SAA's annual meeting was one that discussed the merits and demerits of off-the-shelf microcomputer-based software available to small archives with limited budgets for the management of their holdings. Since MARAC's membership predominately comprises "lone arrangers," the Alexandria Program Committee seized upon this idea for its theme.

Because early reaction was very positive and we expect a large turnout, we set the number of tracks in the program to five for automation, one for a non-automation track. Each automation track will discuss the application of the microcomputer to an archival function: accession and appraisal; description; reference services, institution management; and PC software. A conferee can concentrate on one of the tracks or use an eclectic approach to sample from several sessions.

There are many examples, but some stand out. In the area of institutional management a

particularly interesting session will deal with campus relationships between traditional archivists, data archivists and librarians, and how this affects the way universities decide on budgets. It will probe the dangers of being computer-illiterate in the age of automation. The track dealing with PC software will feature MARAC users reacting to nine software packages (MARCON, Minaret, Micromarc:amc, InMagic, dBase, Revelation, Word Perfect, Page Maker, and DataEase) and permit vendor representatives a response to these remarks. The sessions will enable conference attendees to trade stories about their favorite software, as well as meet the vendors.

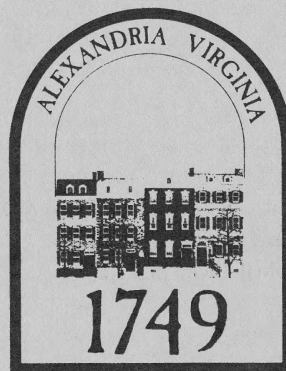
A sixth track will be devoted to non-automation subjects: Civil War photographs, genealogical records, financial records, the restoration of historical properties, and a series of relatively unknown but important archival institutions in Washington. This track will afford members the opportunity to avoid automation entirely. There will be twenty-three sessions in all.

The conference will open and close in plenary session. Dr. Frank Burke, a well known archival educator and former Acting Archivist of the United States, will introduce the first day with an historical sketch of how computers and automation have assisted archivists and archives administration for more than

twenty years. The conference will conclude on Saturday morning with a vigorous debate between two widely differing opinions and approaches to the use of automation in archives -- Dr. Frank B. Evans, a well known archival educator and former President of the Society of American Archivists; and David Bearman, Director of Archives and Museum Informatics. Evans and Bearman will discuss the conference themes, and provide a vision for the future. However, they will emphasize their individual perspectives on the role automation must play in archives administration. The debate will be moderated by Dr. Nancy Sahli of NHPRC.

There will be a pre-conference workshop on Wednesday and Thursday at the hotel sponsored by the SAA on the MARC format. On Thursday, there will also be MARAC workshops on electronic records, planning for automation, and records management. There will be pre-conference tours of restoration projects enhanced by automation in the National Archives, the Smithsonian Institution and the Library of Congress. We also plan an expanded exhibit complex at the hotel featuring our regular customers but adding software vendors as well (Minaret was featured at New Brunswick). Many of these vendors will be featured in the program.

□



From the Chair

Lee Stout

This screed comes to you courtesy of *Library Journal*, which recently published an article entitled "To Archive or Not To Archive: Is That Really the Question?" It turns out that it isn't really the question at all. A wonderful little teaser at the head of the article comes closer: "We cannot play Humpty Dumpty in figuring out what archival means." Gosh!

Fortunately, my dictionary has not caught up with the practice of making nouns into verbs, and thus "archiving" isn't found there. The definitions still refer to documents and records, repositories, and (generically) to extensive collections of data. An archivist is one who cares for archives and archival characterizes the materials found in or services offered by an archives. But then, this *LJ* article isn't written by an archivist.

Author Thomas A. Bourke decries the confusion over the use of the term "archival." As chief of the Microforms Division of the New York Public Library, he's mainly worried about our term's use as an adjective in front of "microforms." His audience is a broad range of librarians who, it appears, are about to be bamboozled. ANSI standards for diazo and vesicular microfilm don't mean they're "archival."

Archival means "permanent," Bourke asserts. Vendors can't give us truly archival vesicular, diazo, or color microfilm or optical disks. "We can't even expect to be supplied with truly archival silver gelatin microforms unless we supply truly archival storage conditions." We should be more concerned with archival preservation masters than with the archival quality of service copies.

My problem with Mr. Bourke's article is not just linguistic pique. I think he goes out of his way to

further confuse the issue. He notes: "The term archival is not always so understood. For many, an archive can be a dumping ground for unwanted stuff." Citing the title of a composite study of LC, NARA, and the Smithsonian, Bourke asserts that our "national attic" (and archives in the United States in general) have perhaps "secured unto themselves the con-dign punishment of such a lousy reputation on account of the deplorable storage conditions to be found in such archives."

Apparently he is bothered that actual archives are getting in the way of librarians' understanding of the concept of "archival microfilm." His confusion of "archival" and "permanent" arises from a misunderstanding. We believe that the materials we judge to be worth keeping in an archives (those with archival qualities) have enduring value and should be kept "permanently." It doesn't follow that they will last forever in their current format. Archives are not necessarily permanent, from a preservation standpoint.

Later on, Bill Saffady is quoted to illustrate the difference between "archival" in the records manage-

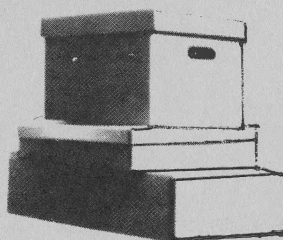
ment sense (i.e., permanent or significantly long life) and data processing's unfortunate verbal use: "the transfer of data from magnetic disks to magnetic tape or other presumably lower cost media for offline storage." Similarly, some librarians fear their library stacks are losing dynamism and taking on an "archival" function of just storing old, unwanted information.

Where does this leave us? Our very identity is increasingly corrupted. The microforms, data processing, and library use of archive and archival has a value-neutral (at best) to value-less connotation. Bourke's glib "national attic" reference and associated ideas are irrelevant to his argument -- that vendors are selling librarians a bill of goods about archival microfilm and disks. But what is worse, they perpetuate the stereotype that archives are sinks of useless information.

What should Mr. Bourke, librarians and data processors do? Call it what it is: **permanent** microfilm, **infrequently-used** books, or **obsolete** data. Let's return "archive" to its original meaning of valuable records of our civilization. □

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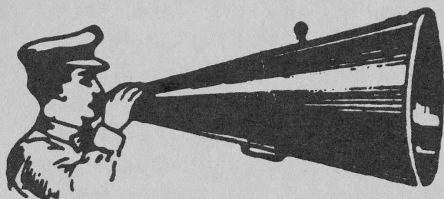
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NEWS NOTES



COUNCIL ON LIBRARY RESOURCES GRANT IS RECEIVED

The Council on Library Resources (CLR) has recently funded a project which applies the preservation decision-making process, as formulated by Ross Atkinson in 1986, to specify library subject collections at Amherst and Grinnell Colleges.

The participants in the CLR funded study are: Daria D'Arienzo (Amherst College Archivist and Head of Special Collections), Floyd Merritt (Bibliographer, Amherst College), Jane Beebe (Deputy Technical Services Librarian, Grinnell College), and Lynn Robinson (Special Collections Cataloger, Grinnell College).

The study is being directed by Charlotte B. Brown (College Archivist and Special Collections Librarian, Franklin and Marshall College) and Janet E. Gertz (Assistant Director for Preservation, Columbia University).

The purpose of the project is to determine if the results of the research conducted at Franklin and Marshall College in 1988 by Brown and Gertz can be duplicated at other institutions. The Brown/Gertz study was recently published in the *Proceedings...* of the ACRL Fifth National Conference (ALA, Chicago, 1989).

For further information, please contact Charlotte Brown, Franklin and Marshall College Library, Lancaster, PA 17604-3003 or phone (717) 291-4225

Use Policy for Mailing List

MARAC's membership list has been compiled for the administrative functions of the organization. Caucus representatives and other MARAC officers, and chairs of MARAC committees and task forces, have standing authorization to use this list in the necessary performance of their charges and responsibilities.

Other MARAC members, or groups and organizations without MARAC affiliation, may purchase this mailing list provided its use conforms with non-profit issues related to archival practices or concerns within the MARAC region. Specifically excluded from such use shall be any mailings designed principally to solicit contributions or to generate revenues rather than to offer services or programs of interest to archivists.

Requests for purchasing this list may be made in writing to the Executive/Publications Secretary at the address below. Applicants should identify the group or organization that they represent and should specify the purpose of their mailing.

A standard charge of \$40 applies for each order; individualized mailing lists by caucus affiliation are available. Advance payment is required once the request is approved.

Richard Lindemann
Executive/Publications Secretary
MARAC
c/o Special Collections
University of Virginia Library
Charlottesville, Virginia 22903
(804) 924-3025 Fax (804) 924-4337

★★★

National Historical Publications and Records Commission Issues Electronic Records Report

At its February 1990 meeting, the National Historical Publications and Records Commission (NHPRC) formally endorsed the staff report, "Electronic Records Issues: A Report to the National Historical Publications and Records Commission." The report, prepared by Lisa B. Weber of the Records Program staff, explores the issues and problems concerning electronic recordkeeping and recommends that the Commission's Records Program, as one of its principal goals, encourage and support projects that concentrate on information in electronic form. Copies of the report may be obtained by writing the Records Program, NHPRC, National Archives and Records Administration-NPR, Washington, DC 20408, or by calling (202) 501-5610.

★★★

The School of Information Science and Policy at SUNY Albany has received a grant from the Department of Education under the Library Career Training Program of the Higher Education Act, Title II-B. The grant will fund two fellowships in archives and records administration for full-time students in the School's M.L.S. program in the 1990-91 academic year. Interested applicants may contact Philip B. Eppard, School of Information Science and Policy, SUNY Albany, 135 Western Avenue, Albany, NY 12222.

CALENDAR

Workshop in Paper and Books Crafts

The Paper and Book Intensive Resident Workshop in Advanced Paper and Book Crafts will be held July 21 - August 3, 1990 at the Pasadena Conference Center in Royal Oak, MD. Workshops will be held in the book arts, paper conservation, and related fields. For further information, please contact Timothy Barrett, UICB/Art Building, University of Iowa, Iowa City, IA 52246.

★★★

Law and Ethics Institute

The SAA is sponsoring a law and ethics institute to be held July 8-13, 1990 at Rosary College in River Forest, IL. Through lecture, readings, discussion, and exercises, instructors will address such topics as appraisal for tax deductions, privacy, expungement of documents, copyright, archival security, and gathering and using information about researchers. For further information, please contact Jane Kenamore, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

★★★

The 54th Annual Meeting of the Society of American Archivists will be held August 30-September 3, 1990, at the Westin Hotel, Seattle, Washington. Contact: Georgeann Palmer, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140.

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NEWS NOTES

(Continued from p. 4)

The SAA College and University Archives Section Outreach Publication Committee is seeking items for inclusion in an academic outreach publication. Please send outreach instruments such as news releases, alumni magazine articles, newsletters, brochures, calendars, conference or lecture series flyers, exhibit information, guidelines for transferring records to the archives (not record management/records center guidelines), archives records/MSS collections pathfinders or information sheets, class assignment sheets and other presentations or project support materials. These outreach instruments may cover more than the campus archives (e.g., special collections) but must feature the campus archives. Please send 1 or 2 copies of each piece, and any background information which may be helpful, to George Bain, 110 Columbia Avenue, Athens, Ohio 45701-1307 by July 15, 1990.

Calendar Correction

The Board of the Academy of Certified Archivists' 1990 certification examination will be held at the SAA annual meeting in Seattle on Thursday August 30, 1990, NOT August 16, 1990 as indicated in the Spring issue of *maa*.

Note

The Custer Awards Committee will continue to accept nominations for awards until July 15th.

Electronic Mail

maa editor, Ronald Becker can be reached through electronic mail at: Becker@Zodiac.bitnet

STATE AND LOCAL NEWS

NJ

There will be a workshop on basic techniques for genealogical materials, to be held respectively at the Newark Public Library, Monmouth County Library, and the Atlantic City Public Library, July 18-20, 1990. For further information please contact Betty Steckman, New Jersey State Library, CN520, Trenton, NJ 08625-0520.

★★★

VA

Virginia History

The Virginia Historical Society is Sponsoring "New Directions in Virginia History," October 11-13, 1990, a conference designed to bring together historians, archivists, and teachers of all periods of the commonwealth's history. Five plenary sessions will consider Virginia history chronologically, while four concurrent session periods will present specialized topics. During these concurrent sessions, leading historians will present papers and two panelists--one a historian and the other an archivist--will offer comment. Four teaching workshops will also be included among the concurrent sessions. For further information, write William B. Obrochta, Virginia Historical Society, P.O. Box 7311, Richmond, VA 23221; (804) 358-4901.

NY

New York City's Rich History Celebrated

In celebration of New York's diverse history, the second annual New York Archives Week will be held October 1-7, 1990 with a series of events, ranging from gala performances to film festivals and walking tours.

The Archivists Round Table of Metropolitan New York is sponsoring New York Archives Week, also made possible by grants from a number of New York City institutions

New York City, a world-class information capital, is the home of much of the most significant and varied archival work under way today: from the New York Stock Exchange to the New York Philharmonic; from the Chinatown History Project to the Hispanic Society of America; from Mount Sinai Medical Center to Snug Harbor Cultural Center; from the Dance Theater of Harlem to the Anthology Film Archives; from the American Jewish Joint Distribution Committee to the American Bible Society; from the Brooklyn Museum to LaGuardia College; and from *The New York Times* to the New York Courts.

Throughout Archives Week, archivists and archival educators representing various repositories -- religious, government, medical, social service, performing arts, business, education, moving image, labor and museum -- will present lectures, symposia, film festivals, walking tours and exhibits.

Archives Week will kick off with a gala evening at the Equitable Center on October 1 featuring performances of materials from New York City's performing arts archives. In addition, award presentations will be made to distinguished New Yorkers for their support of archives and innovative use of archival documents.

Ending the week-long celebration will be "Family Heritage Day" on October 7 when the general public will be invited to bring treasured family documents -- marriage certificates, diaries, family bibles, photographs, scrapbooks, neighborhood records, immigration papers -- for evaluation by professional archivists and historians. These experts will also advise participants on how to preserve items for future generations. For further information, please phone Steven Wheeler at (212) 656-2252 or Mary Hedge at (212) 640-5698.

PA

US Census Exhibit

The National Archives-MidAtlantic Region has mounted an exhibition entitled "1790-1990 A Bicentennial Celebration, The US Census: Counting Down to You". The display consists of old photographs as well as original manuscripts and artifacts from local institutions. Covering a wide range of topics: The Right to be Counted, The Role of the Enumerator, and Researching for Your Roots. The original 1850, 1860, and 1880 census schedules in which famous Pennsylvanians such as John Wanamaker, James Buchanan, and Lucretia Coffin Mott answered the questions asked by a visiting census taker are shown. Also included are actual public relation materials: A radio program from 1939 and video spots from 1980 featuring stars, such as Sugar Ray Leonard, Lou Brock, and Chi Chi Rodriguez.

The exhibit is open to the public free of charge, Monday through Friday 8 a.m. to 5 p.m. and the first and third Saturday of the month 8 a.m. to 12 noon, 9th and Market Streets, Room 1350, Philadelphia, PA.

STATE AND LOCAL NEWS (Continued)

PA

Mercer County opened its first archives/records center in November 1989. The 3,500 square foot facility, located at the county home complex about one mile from Mercer, has a reference area, fire and security protection, monitored climate controls, and ample room for future growth. The center was necessitated by the need to reduce the weight of records stored on the top floor of the eighty-year-old courthouse, and to provide a better environment in which to store county records dating back to the early nineteenth century. Under the direction of **Jack Gilbert**, Records Manager and Director of Micrographics, staff members have been boxing, labeling and shelving records. In addition, a computerized system has been developed to keep track of records transfers and locations. Future plans include eventually microfilming the county's archival holdings in order to minimize use of the originals. For more information, contact Jack Gilbert at (412) 662-3800.

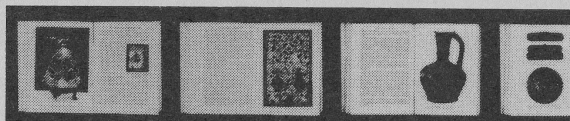
Schuylkill County Dedicates
New Archives/Records Center

In June 1990, Schuylkill County, Pennsylvania, dedicated its new archives/records center building, an event marking the culmination of a records management program begun in 1980. The temperature/humidity controlled facility has a storage capacity of 12,000 cubic feet and also houses a reference area, and the county micrographics department. An *Index and Guide to the Records of Schuylkill County* has been prepared to serve as a finding aid and will be published in the near future. To heighten public awareness of the new facility, courthouse tours now include a visit to the archives/records center. For more information, contact Robert Fallan, Deputy Court Administrator, Schuylkill County Courthouse, Pottsville, PA 17901.

★★★

The Pennsylvania Historical and Museum Commission, in cooperation with the Pennsylvania Federation of Museums and Historical Organizations and Millersville University, recently sponsored two disaster planning and recovery workshops. The one and one-half day workshops, held at Millersville University and Greensburg, covered disaster planning perspectives, the components of a disaster plan, and recovery methods and techniques for records. The instructor was Sally A. Buchanan, Assistant Director for Preservation Services for the University of Pittsburgh Library System. Of the one hundred and sixty registrants, forty-two were from state governmental agencies, thirty-seven from colleges and universities, twenty-five from historical societies, nineteen from local governments and school districts, thirteen from corporations, twelve from museums and twelve from other types of institutions such as religious organizations, hospitals, and libraries.

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PEOPLE

Richard A. Blondo, after nearly 8 years at the Maryland State Archives, has accepted a position in the Records Appraisal and Disposition Division at the National Archives.

Dennis K. McDaniel has been appointed Historic Site Administrator at Brandywine Battlefield, Chadds Ford, PA.

The New York State Archives and Records Administration recently welcomed eight people to its staff. **David W. Palmquist** will head the Regional Advisory Services Unit. **Barbara Geller** is Associate Public Records Analyst. **Karen Gibson** has been appointed Keyboard Specialist. **Steve Golas** has joined as head of the Grants Administration Unit. **Mark Waldman** will be an Associate Public Records Analyst. **Jeff Benson** will serve as Education and Training Coordinator. **Nanci Young** will work in the Bureau of Archival Services as an NHPRC fellow. **Veronica Cunningham** will be an Archives Conservation Specialist and manage the preservation unit.

J. Randolph Kean, the archivist for the Chesapeake and Ohio Historical Society and long-time MARAC member, died in January, 1990.

Douglas M. Haller, Museum Archivist, University of Pennsylvania, has been elected Chair of the Visual Materials Section, Society of American Archivists.

Idilio Gracia-Peña has been appointed Commissioner of the New York City Department of Records and Information Services.

Arthur F. Sniffen has been appointed Archivist at Rockefeller University.

Paul Hensley has been named assistant director of the Winterthur Library. He will continue to serve as the Winterthur archivist.

REFERENCE SHELF

Bruce I. Bustard's *Washington: Behind the Monuments* has been produced as part of the National Archives' celebration of the 200th anniversary of the founding of Washington, DC. It illustrates the history of both Washingtons -- the Federal City and the hometown -- through photographs and reproductions of documents, artifacts, and maps. The volume is available from National Archives, Marketing and Fulfillment Branch (NEPF), Washington, DC 20408 at a cost of \$9.95 + \$3 shipping and handling. The ISBN is 0-911333-81-9. For further information, please call Nancy Mottershaw at (202) 724-0098.

★★★

Basic Elements of Historical Records Programs

The New York State Archives and Records Administration has issued "Basic Elements of Historical Records Programs", an eight page brochure that summarizes the guidelines and canons of good practice for the sound administration of a historical records program. The brochure divides the basic elements into two main categories: administrative and operational. The administrative category includes discussion of such essentials as a mission statement, adequate financial support, and secure storage facilities. The operational category encompasses the actual work of dealing with historical records and discusses five elements, including appraisal and selection of records, finding aids, and preservation. Copies may be obtained from SARA, 10A46 Cultural Education Center, Albany, New York 12230 (518 474-1195).

★★★

National Archives Publishes Book on American Wartime Images

The National Archives announces publication of *War & Conflict: Selected Images from the National Archives, 1765-1970*, edited by Jonathan Heller.

From the Revolutionary War through the conflict in Vietnam, *War & Conflict* presents over 1,500 black and white images relating to American wartime history--all selected from the National Archives holdings of more than 6 million still pictures.

This catalog is divided into seven sections: the Revolutionary War (1775-83); America Grows (1799-1848); the Civil War (1861-65); America and World Affairs (1871-1970); World War I (1914-18); World War II (1939-45); and the Korean War (1950-53). Roughly 40 percent of the images--which include copies of prints, paintings, and posters as well as photographs--depict scenes from World War II.

The introduction discusses the history of war photography and the National Archives' still picture collection. An index of artists and photographers is also included.

The 366 page casebound book measures 11 x 8 1/2 inches and contains 1,522 images. *War & Conflict* is available for \$25 (plus \$3 shipping/handling) from the National Archives Trust Fund, P.O. Box 100793, Atlanta GA 30384.

A Guide to the Records of Philadelphia Yearly Meeting, compiled by Jack D. Eckert, has been published by the Records Committee of Philadelphia Yearly Meeting. It includes historical summaries and a guide to the archives of Philadelphia Yearly Meeting and some 200 of its constituent meetings, which are on deposit at the Quaker Collection and Friends Historical Library. A glossary, bibliography, list of locations of other yearly meetings' archives and a comprehensive index are also included in the 288 page book. To purchase the guide, send a check for \$20 (\$17.50 + \$2.50 for postage and handling) made out to Swarthmore College or Haverford College to:

Friends Historical Library
Swarthmore College
Swarthmore, PA 19081

or

Quaker Collection
Haverford College Library
Haverford, PA 19041

★★★

James M. Reilly, *Care of 19th-Century Photographic Prints* is a complete reference handbook on all aspects of identifying and preserving 19th-century photographic and photomechanical prints. It contains 128 pages of technical information presented in plain, understandable language.

The book is illustrated with 198 high-quality color reproductions showing the various print types and their forms of deterioration. Included are 29 photomicrographs showing fine details of print structure.

A key feature of the book is its practical, detailed system of identification of photographic prints of the 19th century. The book and accompanying wall-sized flow chart is available for \$24.95 + \$2.50 shipping and handling to Image Permanence Institute, RIT City Center, 50 West Main Street, Rochester, NY 14614-1274.

★★★

Art-related Archival Materials in the Philadelphia Region, 1984-1989. Archives of American Art, Smithsonian Institution. \$10.00 postpaid.

This volume is the result of a 1984 grant-funded Arts Development Project and does not duplicate information gained from the 1955 Philadelphia project. Collections are described in 3 groups: by the institutions that house them; collections which have been donated to the Archives of American Art; and collections which are privately owned but are available from the Archives on microfilm. An index is included.

Collection descriptions give name, date, speciality of the artist, collection size and notes on contents as well as microfilm reel numbers when pertinent. In addition to the papers of artists, records of organizations, clubs, authors, critics and collectors are included. Collection descriptions for materials which have been donated to the Archives and those for collections privately owned but available from the Archives on microfilm are described more fully than others.

The guide is easy to use. One can either look under the depository name or consult the index.

PEOPLE

(Continued from p. 8)

Maria Fredericks has joined the Winterthur Library staff in the position of associate conservator for library collections. She comes to Winterthur from the Conservation Center for Art and Historic Artifacts in Philadelphia.

Franklin Muse has been named assistant archivist of the Jewish Archives Center at the Balch Institute in Philadelphia.

Thomas Wilsted has joined the staff of the American Heritage Center at the University of Wyoming as Associate Director supervising all archival functions. For the past twelve years, he served as archivist/administrator at the Salvation Army in New York.

Thomas A. Horrocks has been appointed Director of the Library for Historical Services at the College of Physicians of Philadelphia.

There have been a number of staff changes at The Presbyterian Church (USA)'s Department of History. **Frederick J. Heuser, Jr.** was appointed the new director of the Department of History in December, 1989. Mr. Heuser was previously the Manager of Archives and Records Management Services. **Kristin Gleeson**, previously the Associate Archivist, was named the Manager of Archives and Records Management Services. **Susan Miller**, previously the Processing Archivist, is now the Associate Archivist.

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LETTERS

Dear Mr. Stout:

I am in receipt of your letter dated February 19, which was, unfortunately, based on incorrect facts.

We have not closed the Archives, and the function is being handled competently.

Society must decide whether or not it can afford to support medical education and medical care now and into the next century. The continuous cutbacks in support from federal, state and private sources has made it virtually impossible for Hahnemann University and many other institutions to do business as it has in the past and accomplish its mission of providing quality health care education and research.

No one in my position wants to ask long time service employees to give up their positions, but sometimes it is unavoidable.

I am mindful of the historical value of Archives and ask that you assist institutions to obtain appropriate levels of support from the state and federal agencies to assure the maintenance of quality Archives.

Sincerely,

Iqbal F. Paroo
President & Chief Executive Officer
Hahnemann University

SOFTWARE NEWS

SHARING SOFTWARE WITH LIBRARIES

For most archivists, there are three options for automating access to bibliographic information on holdings: (1) have a complete archival system designed specifically for the repository by data processing personnel; (2) learn to program, and design your own system; (3) purchase off-the-shelf bibliographic software. For most archivists, the first two options are prohibitively expensive in either time or money. So for the majority of archivists, the third option is the only viable one to explore.

There are microcomputer systems, such as MicroMARC:AMC, Minaret, and Marcon, which are specifically designed for archival materials. These have been reviewed extensively in professional journals, and are available at SAA and various regional conferences for review. Another software option attractive to many archives is using library software systems. The choices in this area have begun to increase in the last few years, and may provide viable alternatives for archivists. Several are worth exploring.

OCLC has recently made its EPIC service available, and this may be of particular interest to archivists associated with libraries who use OCLC as their cataloging source. EPIC is a searching service along the line of BRS and Dialog, for those familiar with library database searching services. OCLC members as well as non-members can subscribe to this service, using either OCLC dedicated lines, or PC compatible equipment. EPIC has a wide range of search options, including: names, title, and subjects by keyword or phrase; note fields; and language. Boolean and adjacency searching is also available, and searches can be done for combined types of formats (for example, books, maps, archival records, and photographs) or for a single format type. A potential drawback is that the searching is much like BRS, so it will require training and experience for an archivist to search it effectively. EPIC will, therefore, require that a trained staff be available to do the searching -- it cannot serve as an online public access catalog. EPIC does however open the searching potential for those archivists in institutions that are committed to OCLC. OCLC regional network offices can demonstrate the software for you. If you don't know which regional office covers your area, or you want general information on EPIC, contact:

OCLC Online Computer Library Center, Inc.
6565 Frantz Road
Dublin, Ohio 43017-0702
614-764-6000

Other MARAC region archivists are using or sharing other large library software systems, and their experiences may be useful to find out about. The New York University Archives has its records in "Bobcat", the NYU library's online public access catalog, which is built on GEAC software. Another GEAC user is SIBIS (Smithsonian Institution Bibliographic Information System), which the Archives of American Art has used actively. The Virginia State Archives shares VTLS with the State Library, and the Westchester County (NY) Archives shares in a county-wide library system, PALS (created by UNISYS.) A number of papers at the upcoming Fall 1990 MARAC meeting will discuss various aspects of these systems.

SOFTWARE NEWS *(Continued)*

Another option may be worth pursuing, especially for small archives who want to automate access to a mixture of materials, for example, library, archival, map and photographic holdings. A range of library software systems exist that support MARC records, MARC compatible records, and non-MARC records. Some of the vendors will do adaptations to local needs, others are less flexible, but there are some interesting possibilities to explore. The best place to get a sense of the possibilities is by attending the exhibits at either the American Library Association or the Special Libraries Association. If you can't get to either one of those, or can't get a friendly librarian to pick up literature for you, you can get a list of vendor addresses (but no recommendations!) from: Kathleen Roe, New York State Archives and Records Administration, Room 11A40 Cultural Education Center, Albany, New York 12230.

The Scott Memorial Library of Thomas Jefferson University has an immediate opening for a:

University Archivist/ Special Collections Librarian

Identifies and transfers University records, collections of papers and memorabilia that should be preserved in the Archives. Maintains rare book collection. Provides access to, and reference assistance for Special Collections and Archives. Organizes collections for ease of use and details holdings through inventories and other finding aids. Minimum 3 years professional, university or institutional archival experience with demonstrated managerial and organizational skills. Knowledge of MARC format, microcomputer technology, database management systems and outreach. Good verbal and written communication skills. Master's Degree in Library Science with archival or records management training. Expect to hire in the \$30,000's.

Thomas Jefferson University is an academic health center consisting of a medical college, college of allied health sciences, college of graduate studies and hospital. The medical college was founded in 1824 and is one of the 10 oldest in the country. Located in central Philadelphia, a short walk from museums and historic sites, Scott Memorial Library provides information services to all divisions of the University through a fully automated system. The Library is staffed by 17 professionals and 25 technicians and has an annual operating budget of approximately \$2.5 million.

The University offers an excellent flexible benefits package, including 100% tuition reimbursement.

Qualified applicants may send resume to:



Thomas
Jefferson
University

Edward Tawyea,
University Librarian
Scott Memorial Library
1020 Walnut Street
Philadelphia, PA 19107

*Thomas Jefferson University is
an Equal Opportunity/Affirmative Action Employer.*

LETTERS

Dear Mr. Stout:

I can truly understand the frustration of your members concerning the late delivery of their mail as described in your letter of March 8, 1990.

Mr. William Cummings, Regional Postmaster General, has referred this matter to me. I want you to know that we are committed to resolving this problem. Bennie Robinson of my staff will contact you for information concerning future mailings so that we will be able to monitor the specifics of receipt, distribution and delivery.

I apologize for the inconvenience and discomfort experienced by your members and thank you for bringing this matter to my attention.

Gary Thuro
Regional Manager
Operations Networks

EMPLOYMENT OPPORTUNITIES

University Archivist/ Special Collections Librarian Thomas Jefferson University

This position reports to the Associate Librarian for Collection Management and supervises one full-time library technician.

Responsibilities: include identifying and transferring University records that should be preserved in the Archives, providing reference assistance for, and access to, the Archives and Special Collections, soliciting collections of papers and memorabilia for the Archives, arranging the collections for ease of use and describing their holdings through inventories and other finding aids and collecting books authored by Jefferson faculty.

Qualifications: MLS from an ALA-accredited school with archival or records management training; 3 years professional university or institutional archival experience; managerial and organizational abilities and effective oral and written communication skills.

Desirable are experience with MARC AMC format, database management systems and outreach.

Salary: Minimum of \$30,000. The University offers an excellent flexible benefits package including 100% tuition reimbursement.

Thomas Jefferson University is an academic health center consisting of a medical college, college of allied health sciences, college of graduate studies and a hospital.

Please send resume to:

Donna Lanzillotti, Business Mgr.
Scott Memorial Library
1020 Walnut Street
Philadelphia, PA 13107-5587

Business Archivist The Cincinnati Historical Society

The Cincinnati Historical Society seeks an archivist to assume direction of a regional business archives established to collect, preserve and make available for research the historically significant business records of the Greater Cincinnati Area. The Business Archivist will also provide consultation services, on a contract basis to local firms, for archival treatment and storage, records management, and historical publications.

Qualifications: M.A. in American History and/or Archives Administration from an accredited college and at least five years of experience in archival administration and/or records management positions, preferably in a business archives or equivalent institution. Effective speaking, writing, and managerial skills; experience supervising and training staff and volunteers to process manuscript collections; and experience using MARC-AMC format to catalog manuscript collections. Knowledge of business procedures, terms and formats and a knowledge of Cincinnati and Ohio business history is desirable.

Interviews: Staff will conduct interviews during the Society of American Archivists annual meeting in Seattle. For an interview appointment, send a letter of application and resume, including telephone numbers, college transcripts, salary history, and three letters of recommendation, to: Jonathan Dembo, Archivist, Cincinnati Historical Society, Eden Park, Cincinnati, Ohio, 45202. For additional information, call (513) 241-4622.

★★★

Manuscript Specialist Western Historical Manuscript Collection, University of Missouri-Columbia

Entry level position, available 1 August 1990. Primary duty is processing collections: arrangement and preparation of finding aids. May assist with reference service. May assist with microfilm program.

Qualifications: BA in history or another social science; preference may be given to candidates with MA in history or another social science and archival training and/or experience. Preference may be given to candidates with proven reference abilities. Excellent oral and written communications skills necessary.

Salary: \$15,900 plus University of Missouri benefits. Position carries University of Missouri academic (non-regular) status. Annual leave, 26 days; sick leave 24 days per year.

Send letter of application, resume and names, addresses, and telephone numbers of three references to Nancy Lankford, Western Historical Manuscript Collection, 23 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201.

Application deadline: 15 July 1990.

The University of Missouri is an equal employment opportunity/affirmative action employer.

EMPLOYMENT OPPORTUNITIES

State Government Records Division Bureau of Records Analysis and Disposition Associate Public Records Analyst-- Appraisal and Analysis

Duties: The Associate Analyst for Records Appraisal and Analysis (Grade 23) is responsible for implementing and monitoring key aspects of New York State's centralized records management program. Under the direction of the Principal Analyst for Records Appraisal and Analysis, the Associate Analyst (1) reviews records schedules to ensure that they meet the legal, fiscal and administrative requirements, (2) appraises records for long-term archival value, (3) serves as a liaison to 8-12 State agencies, (4) reviews records management improvement plans and program development plans, (5) advises agencies through consultation and written reports, and (6) organizes projects and leads SARA staff teams to analyze and resolve complex records management and archival appraisal problems.

Minimum Qualifications: Education: A Master's Degree in history, government, economics, public administration, American studies, archival administration, library science, information science, or closely related field AND Experience: At least four years of experience in one or more of the following areas: (A) appraising and developing retention and disposition schedules for the records of an institution or government; (B) providing advice, educational programs, or technical assistance in the areas of records management and/or archival administration; (C) developing written materials in records management and/or archival administration; (D) administering an institutional or government records management or archival program. At least two of the four years must have included supervising professional staff or managing a program.

Salary: Starts at \$39,850 and rises to \$49,069, based on annual performance advances.

Application Deadline: June 30, 1990.

New York State is an Affirmative Action/Equal Opportunity Employer. Women and members of minority groups are especially urged to apply for this position.

How to Apply: Send resume to: Mr. Charles J. Byrne, Director of Personnel, New York State Education Department, Box 37, Albany, NY 12234.



EDISON NATIONAL HISTORIC SITE

Archives Technician position at grade level GS-7 at the Edison National Historic Site.

Salary: ca. \$20,000 annually.

For further information please contact the Archivist, George Tselos at 201-736-0550 or write to the Edison National Historic Site, Main Street at Lakeside Avenue, West Orange, New Jersey 07052

Regional Archivist

Multitype library system serving New York City and Westchester County seeks an archives administrator to head its Historical Records and Archives program, funded under New York State's Documentary Heritage Program.

Responsibilities include: provision of technical assistance to repositories in the METRO Region, developing, implementing and evaluating continuing education workshops, working with the Advisory Council, committees and the historical records and library community in the development and carrying out of cooperative programs, resource sharing activities, advocacy, and outreach. Preparation of annual and long range plans, budgets, and reports. Close working relationship with the New York State Archives.

Requirements: Candidates must have a MLS or a masters degree in an appropriate subject and archives training. At least three years of relevant archives management and administrative experience. Must have knowledge of automation techniques and good communications skills, both written and verbal.

Position is available on July 1, 1990. Minimum beginning salary is \$30K. Contact Alar Kruus, METRO, 57 Willoughby Street, Brooklyn, New York 11201. (718) 852-8700.

The Southeastern Library Network (SOLINET)-Preservation Field Service Officers

Three positions to support preservation activities in libraries and archives in the Southeast & Caribbean. Develops and delivers educational programs, provides reference & consulting services, supports cooperative planning groups & generates various publications.

Qualifications: MLS + 1-3 yrs. experience or training in preservation preferred. **Salary:** \$24,000 min. Travel required 20-40% of time.

EMPLOYMENT OPPORTUNITIES

NATIONAL MUSEUM OF NATURAL HISTORY (SMITHSONIAN INSTITUTION), DEPARTMENT OF ANTHROPOLOGY

invites applications for position of Director of the National Anthropological Archives, a major repository of anthropological fieldnotes, manuscripts, and photographs from around the world.

Responsibilities: include supervising minimum of 6 employees, managing budget, establishing and implementing archival policy, expanding collections, and setting direction for future development. Applicants must have supervisory experience and extensive background in use or administration of archival collections. Ph.D. and demonstrated scholarly ability desired. Archivists with knowledge of anthropology and anthropologists, historians of anthropology and related disciplines, and others with knowledge, training, and experience in archives and anthropology are encouraged to apply

Salary: \$42,601 to \$50,342 (GM-1420-13/14).

Please send your vita, a completed SF-171 application form for Federal employment (available from most U.S. Post Offices), a letter of application, and 3 references to Smithsonian Institution, Office of Personnel Administration, Branch 1, PO Box 23762, Washington, D.C. 20026-3762 (Attn: 90-1058), to be received by June 30, 1990. For further information, please contact Mariann Horejsi at 202-287-3100 (Ext. 224). EOE.

PRINCETON UNIVERSITY LIBRARIES

Curator of Manuscripts, Librarian II or III
Manuscripts Unit
Department of Rare Books and Special Collections

Description: Responsible for the general manuscript holdings in the Firestone Library. These materials range from Babylonian clay tablets through ancient manuscript writings, including papyri, to medieval, early modern, and contemporary manuscripts, including Americana from the seventeenth century to the present.

Responsibilities: include supervising four full-time support staff and reviewing, revising, and implementing the collection development policy for manuscripts; taking the lead in the acquiring of manuscripts by gift and purchase, and by establishing and maintaining contact with donors; coordinating with the Head of the Rare Books and Manuscripts Cataloging Team the processing of manuscripts; providing specialized reference services for patrons, both through correspondence and in person, and providing overall supervision of the Dulles Reading Room and a very active service of filling photoduplication orders; preparing occasional exhibitions; serving on the Special Collections Council of the Department; responsible for the security and preservation of the general manuscripts collections.

Qualifications: Five or more years of experience in managing a large manuscripts collection, with demonstrated evidence of success. Archival training at the graduate level required. Knowledge of Spanish and graduate work in history or literature strongly preferred, as is an MLS from an ALA-accredited library school. Supervisory experience and the ability to work well with colleagues, donors, and patrons. Familiarity with computer-based systems for bibliographic control of manuscripts collections.

Benefits: Twenty-four vacation days per year, plus eleven paid holidays. Annuity program (TIAA/CREF), group life insurance, health coverage insurance, and disability insurance, all paid for by the University.

Salary/Rank: Dependent upon qualifications and experience.

To ensure full consideration, candidates should send applications, including resume and the names, titles, addresses, and phone numbers of three references to be contacted, postmarked by August 1, to:

Curator of Manuscripts Search Committee
c/o Personnel Librarian
Princeton University Libraries
One Washington Road
Princeton, NJ 08544

EMPLOYMENT OPPORTUNITIES

HISTORICAL SOCIETY OF PENNSYLVANIA

The Manuscripts and Archives Department of the Historical Society of Pennsylvania administers one of the foremost research collections in American History. In addition to the manuscript collections, the department cares for prints, photographs, watercolors, maps, broadsides, and other special materials.

Position: Manuscripts and Archives Curator. Three year appointment.

Responsibilities: Direct reference services which includes orienting researchers, aiding in access to collections, and retrieving material. Responsible for general care of the collections. Some responsibility for acquisition and cataloging. The Manuscripts and Archives Curator will also develop and implement a records management program and organize the institutional archives of the Historical Society.

Qualifications: B.A. in American History or American Studies. A combination of additional education and work experience in fields of history, library, and archives and manuscripts administration. Supervisory and communication skills and energy.

Salary: \$19,000 - \$21,000

Send letter of application, resume, and the names, addresses, and telephone numbers of three references to Linda Stanley, Vice President for Collections, 1300 Locust Street, Philadelphia, PA 19107.

Advertisement

Program in Archival Management History Department New York University

Marilyn H. Pettit - Prof. Michael A. Lutzker, Codirectors

N.Y.U.'s History Department offers an M.A./certificate program of six history courses, including an M.A. seminar, and five archives and archives-related courses. The archives courses consist of two core practicum courses, plus electives in historical editing, oral history, administrative - corporate history, conservation/micrographics, and computer applications, including workshops in the USMARC:AMC format.

New in Fall 1990: "The Historian and the Visual Record: Exploring Alternative Sources." 4 Credits, Wednesdays, 6:10 p.m. Focuses this semester on the decade 1910 - 1920, and will introduce students to the interpretation, research, and preservation of non-print media as sources for political, social, cultural, and economic history. Visiting professors Maren Strange, author of *Symbols of Ideal Life: Social Documentary Photography in America, 1890 - 1950*, and Daile Kaplan, director of photographs, Swann Galleries, author of *Lewis Hine in Europe: the "Lost" Photographs*

You may register for the new courses as a "special" student.

For more information, call Marilyn H. Pettit at 212-998-8601, or e-mail pettit@nyuacf.bitnet; or write New York University, Graduate School of Arts and Science, Office of Admissions and Fellowships, 6 Washington Square North, New York, NY 10003.

MEDICAL COLLEGE OF PENNSYLVANIA

Curator of Photographs

Archives and Special Collections on Women in Medicine

Responsible for managing collection of 12,000 historic photographs. Duties include cataloging, preservation, and reference service.

Qualifications: Minimum BA with 2-3 years archival experience. Familiarity with computers, technical aspects of photography; interest in women's or medical history. Demonstrated ability to work in shared office with a small staff.

Salary: experience dependent

Permanent 26 hour per week position. Insurance and vacation included. Position currently available. Applications accepted until position filled. Send letter of application, resume, and names of three references to Janet Miller, Director and Archivist, Archives and Special Collections on Women in Medicine, Medical College of Pennsylvania, 3300 Henry Avenue, Philadelphia, PA 19129.

★★★

Part-Time Archivist National Recreation and Park Association

Involves day-to-day responsibility for the NRPA Archives, which has been established with the completion of a NHPRC grant project.

Responsibilities: include acquisitions, processing, preservation, cataloging of collections; maintaining records management program; monthly column for association's newsletter; keeping archive budget; research; reference assistance.

Qualifications: Masters in history, library science or related field; archives training; at least 1 year relevant experience preferably working with a professional association.

For more information, please contact Don Henkel at (703) 820-4940.

MARAC STEERING COMMITTEE MEETING

New Brunswick, NJ - 17 May 1990

ATTENDING: Julie Morgan, G. David Anderson, Geraldine Phillips, Greg Bradsher, Lucious Edwards Jr., Betsy Pittman, Cynthia G. Swank, Janet Linde, Jodi Koste, Lee Stout, Gregory S. Hunter, David Carmichael, Richard Lindemann, Charlotte Brown, Maxine Lurie, Lauren Brown, Tim Pyatt, Debra Basham, Denis Sennett S.A.

MINUTES: The minutes of the February 2, 1990 meeting were approved as submitted.

CHAIR'S REPORT:

1. The U.S. Post Office will look into the problem of the delayed mail. A postal official will be added to our mailing list and will monitor our mail.
2. National Coordinating Committee - Greg Kimball reported to Lee Stout that there are three amendments which need to be addressed for support. After discussion the Steering Committee felt that at the moment the financial support from MARAC was sufficient, and we would address further increases on individual requests only.
3. Regarding the Hahnemann University Archives, Lee Stout will contact someone in the Library and see if there is anything more that MARAC can do. It seems that the response from the Administration was not favorable to the MARAC letter-writing initiative.

VICE CHAIR'S REPORT:

1. Future meeting dates:
1990 - Fall - Alexandria, Virginia, Nov. 1-3
1991 - Spring - Wilmington, Delaware, May 1-4
1991 - Fall - Roanoke, Virginia, Nov. 7-9
2. Abstracts from the Meeting: Jodi Koste proposed a change in the policy regarding the collecting and publishing of the abstracts from the meetings. This will be made in the policy manual.
3. There will be a new fee structure for exhibitors. \$100 is the basic fee. There will be two new categories in which a company can be designated either a "Contributor" (\$100-\$200) or "Sponsor" (\$200 or more). These were accepted by the Steering Committee.
4. Child Care: Jodi reported that because of legal reasons it would be advisable that MARAC rescind the \$1.00 fee from all conference participants to provide the child care at meetings. Information would be provided but the participants would have to make the arrangements themselves. After much discussion, a motion was passed to recommend to the business meeting that the fee be rescinded. There was one opposing vote.

TREASURER'S REPORT: Greg Hunter presented the proposed budget and the present financial figures. MARAC is in good financial shape, thanks to the income from the Philadelphia meeting. Discussion was held regarding income and the possibility of a dues increase. Greg felt that at the moment it wouldn't be necessary, but if the annual meetings don't generate such income, then in the future, a dues increase will be necessary.

EXECUTIVE SECRETARY'S REPORT:

1. **Membership:** **883**
District of Columbia 190
Delaware 18
Maryland 92
New Jersey 80
New York 212
Pennsylvania 170
Virginia 100
West Virginia 9
Others 58
2. The Renewal Brochures are available. Also a new Membership Brochure is being printed.
3. Publication sales: A new flyer with list of publications and prices is being prepared.
4. Mailing Lists: The Task Force recommendations were accepted by the Steering Committee and will be implemented.
5. Membership Directory will be printed in the summer. It will contain a copy of the constitution and by-laws.

ARCHIVIST'S REPORT: This year the MARAC Archives acquired significant documentation from many MARAC officers, including files from several local arrangement chairs and the outgoing Secretary. Collecting conference papers continues to be a challenge; the new requirement stipulating that program chairs should collect these papers and deliver them to the Archives will help to expedite the collecting of these papers.

I have prepared a updated version of the MARAC Constitution and By-laws (see attached) in response to a number of changes which have occurred since these documents were last revised in 1988. It will be revised and reissued again in futures years as appropriate. The guide to the MARAC Archives is revised twice each year. It is available to any MARAC member or other interested parties at no cost.

(Continued on p. 17)

Steering Committee *(continued)*

Archivist's Report *(continued)*

This fall our library facility at the University of Maryland, McKeldin Library, will be closing down for major renovations. The holdings of my department located in this facility, including the MARAC Archives, are slated to be transferred to the Hornbake Library building on the College Park campus in January, 1991. This move may impede access to the archives for several weeks during that month. I will keep you posted on the details of this upcoming move.

Lauren Brown

COMMITTEE REPORTS:

1. **EDUCATION:** A request from the New England Archivists to participate in joint training programs and workshops was discussed. MARAC needs time to plan and work out the budgets, personnel and details in order to enter into such a project.

The committee is looking to draw up guidelines for evaluating curriculum, faculties and programs of archival programs in the MARAC region.

By-Laws Change: Because of the separation of the Education and Outreach Committees, a by-laws change is required. It was approved by the Steering Committee and the General Membership at the business meeting.

1. *Duties of Officers*

- B. The Chair shall serve as ex-officio member of the Finance, Membership Development, Education/Outreach and Publications Committees. The Vice Chair shall serve as ex-officio member of the Program and Local Arrangements Committees. The Treasurer shall serve on the Finance Committee. The Secretary shall serve on the Membership Development Committee.

change to:

The Chair shall serve as ex-officio member of the Finance, Membership Development, Education, Outreach and Publications Committees. The Vice Chair shall serve as ex-officio member of the Program and Local Arrangements Committees. The Treasurer shall serve on the Finance Committee. The Secretary shall serve on the Membership Development Committee.

5. *Committees*

- A. The Standing Committees of the Conference shall be: Meetings Coordinating, Nominations and Elections, Finance, Membership Development, Publications and Education/Outreach. Standing Committees shall be comprised of at least three (3) members.

change to:

The Standing Committees of the Conference shall be: Meetings Coordinating, Nominations and Elections, Finance, Membership Development, Publications, Education and Outreach. Standing Committees shall be comprised of at least three(3) members.

2. **FINDING AIDS:** A motion made by this committee to place all of the publications received by the committee in the NARA information office was passed.

NEXT MEETING: Baltimore, MD, 30 July 1990.

3. **NOMINATIONS AND ELECTIONS COMMITTEE:** The winners of the elections are:

Secretary:

Julia Morgan;

Treasurer:

Cynthia Swank;

New York:

David Carmichael;

New Jersey:

George Tselos;

Pennsylvania:

Charlotte Brown;

Maryland:

Tim Pyatt;

Delaware:

Rebecca Johnson;

Virginia:

Betsy Pittman;

Distict of Columbia:

Janet R. Linde;

West Virginia:

Debra Basham;

Nominating Committee:

Paula Williams,

Francis Seeber,

James Harwood;

Custer Award:

Maygene Daniels,

Rodney Ross.

The Chair then appointed Tom Frusciano and Lucious Edwards to serve on the Committee.

4. **SERVICE AWARDS:** The Steering Committee approved the nominating of Karen Dawley Paul and Ericka Miller, to receive this years service awards for their contributions to MARAC. The awards were presented at the business meeting.

5. **PUBLICATIONS:** Greg Bradsher reported on the status of the publications and thanked the committee for the great increase in advertising income. He reported that MAC had distributed 1,100 copies of the Findings Aid Brochure.

MARAC BUSINESS MEETING

New Brunswick, NJ, 19 May 1990

NATIONAL COORDINATING COMMITTEE: Lee Stout introduced the three resolutions which MARAC was asked to adopt. These were then accepted by voice vote:

1. That the NCC urges Congress to appropriate \$326 million in FY 91 for the Library of Congress.
2. That NCC urges Congress to appropriate \$150 million in FY 91 for the National Archives and Records Administration to enable this important federal agency to perform its core mission.
3. That the *Foreign Relations of the United States Project* establish a procedure by which the Advisory Committee members, who have secret clearances, may review the necessary material in order to make informed judgments on the integrity of the series.

CHILD CARE: Jodi Koste moved to rescind the \$1 conference fee for child care. Ruth Simmons moved to amend the motion that the Steering Committee examine the all legal questions regarding our annual meetings and what is necessary regarding accidents, liabilities, etc. and report back by the fall meeting. The motion and amendment were accepted.

AWARDS: Diane W. Shaw awarded the Finding Aids awards to:

Guide to the Records of the United States House of Representatives at the National Archives 1789-1989: Charles E. Schamel, Mary Rephlo, Rodney Ross, David Kepley, Robert Coren and Gregory Bradsher.

Guide to the Records of the United States Senate at the National Archives 1789-1989 by Robert Coren, Mary Rephlo, David Kepley and Charles South.

CUSTER AWARD: Richard Cox, a member of the committee, advised that anyone wishing to enter the competition should send entries to James Corsaro.

OUT-GOING STEERING COMMITTEE MEMBERS: Lee Stout thanked the outgoing members, but especially Greg Hunter for 4 years of service and Denis Sennett S.A., for 10 years of service on the Steering Committee. The membership at the meeting gave them a round of applause.

PROPOSAL: Irwin Jordan proposed that MARAC establish a program of "fellows awards" to be given to the members of MARAC for outstanding service and leadership. This was not acted on but will be submitted to the Outreach Committee.

Respectfully submitted.
Denis Sennett S.A.
Secretary/MARAC

RESOLUTIONS:

1. WHEREAS: Zero score and seven years ago, our forefathers and foremothers brought forth to New Jersey a new spirit of archivality. Conceived in integrity and dedicated to the supposition that all archivists are created equal.

WHEREAS, we met in a great city of the state of New Jersey, testing whether this MARAC or any MARAC so dedicated shall long endure. But in a larger sense (and in many dollars) - we cannot suffocate -- we shall not procrastinate -- we cannot eradicate this past. That was then, and this is now. And it is nearly beyond our poor to fully praise New Brunswick.

WHEREAS, we archivists here resolve that the fun, ideas, education, and hospitality we enjoyed here shall not have been experienced in vain. And that from this day henceforth we shall rededicate ourselves to enjoyable, productive meetings of MARAC such as this. And that meetings of the archivists, by the archivists, for the archivists shall not perish from our spring and fall calendars. New Brunswick, New Jersey, Ron Becker and his crew, we thank you.

2. WHEREAS the Mid-Atlantic Regional Archives Conference thinks that preservation is an important subject. That we all agree in New Brunswick being a swell place to talk about the subject.

WHEREAS, Lee Stout didn't have enough material to edit a book called "The Joy of Preservation."

WHEREAS the group assembled here all wanted to attend a high school prom, but forgot to bring proper attire.

WHEREAS we believe it is the duty of everyone here to preserve all manner of things -- people, photographs, fiche, maps, charts, to preserve archivists, libraries, to preserve the New Jersey Turnpike (despite the protestations of Angus Gillespie), to preserve newsletters, and even the New Jersey State Archives;

WHEREAS it will henceforth be the duty of the Program Chair, in addition to all other important duties to serve juice and coffee to the headtable, to be the conference photographer and general all around nice guy.

Therefore, be it resolved that Karl Neiderer and his trusty bank of thinkers have been innovative, clever, well mannered and clear speaking.

Be it further resolved that they have been the best audio visual specialists, the best sign makers and (Howard Lowell please take note) the best spellers of Delaware.

Be it still further resolved that the Mid-Atlantic Regional Archives Conference, in open session, two-thirds of its members present and voting, declare that the Spring 1990 Meeting has been the best program, with the best speakers, the most discipline and the best integration of a subject best known to all of us but were afraid to ask...

SO FAR!

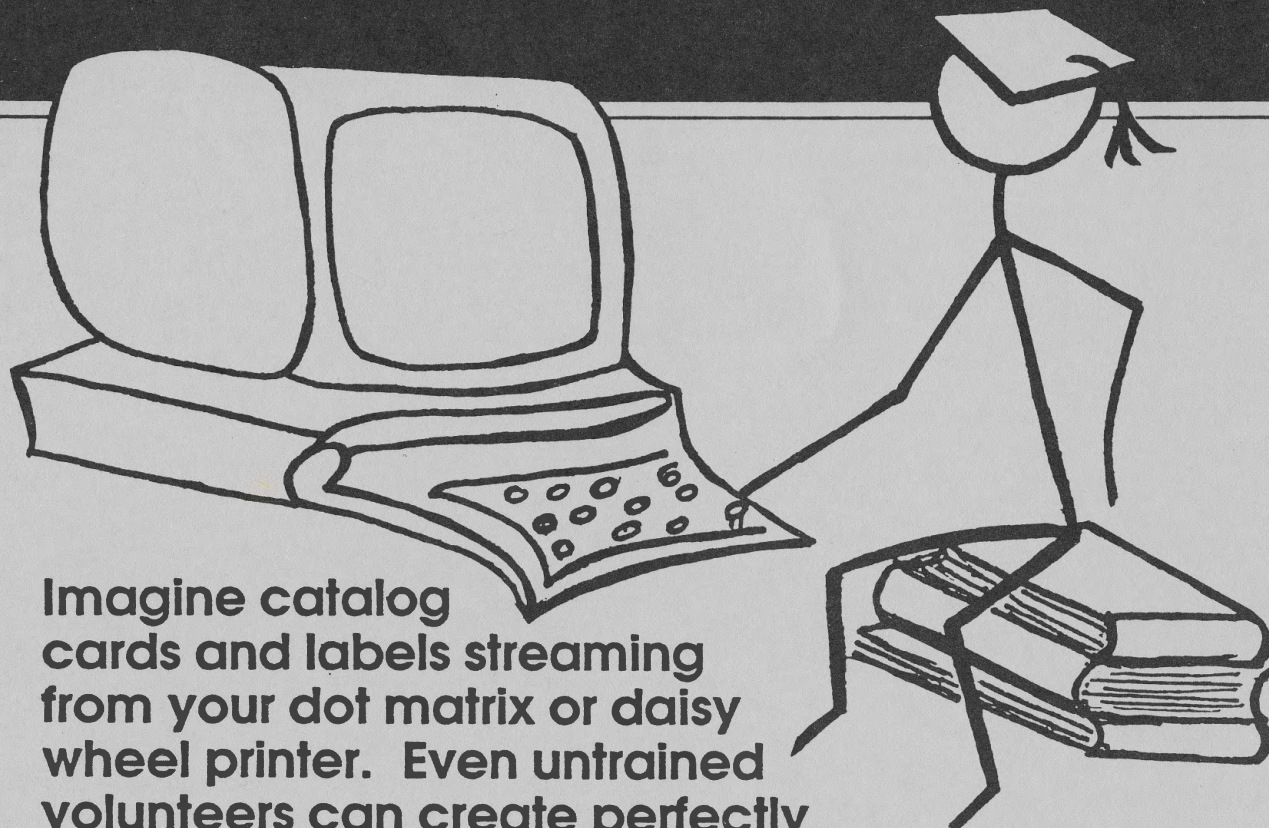
**MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1989/90 FISCAL YEAR
FOURTH QUARTER - MARCH1, - MAY 31, 1990**

Item	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Budget %
Income							
Membership Dues	10,000.00	243.00	3,864.00	3,654.00	1,087.00	8,848.00	88.48
Publication Sales	1,000.00	111.75	296.10	45.75	200.25	653.85	65.39
Publ. Advertising	1,500.00	105.00	270.00	370.00	954.00	1,699.00	113.27
Bank Interest							
& Credits	1,300.00	236.65	276.49	1,008.07	606.78	2,127.99	163.69
Conferences	8,000.00	4,000.00	1,035.13	3,980.80	125.50	9,141.43	114.27
Misc. Income	100.00	40.00	40.00	0.00	80.00	160.00	160.00
	<u>21,900.00</u>	<u>4,736.40</u>	<u>5,781.72</u>	<u>9,058.62</u>	<u>3,053.53</u>	<u>22,630.27</u>	<u>103.33</u>
Expenses							
Admin. & General	2,010.00	126.70	0.00	80.34	2,036.39	2,243.43	111.61
Membership	2,000.00	120.46	533.48	465.35	379.26	1,498.55	74.93
Committees	2,200.00	303.89	17.40	608.60	819.89	1,749.78	79.54
Conferences	2,000.00	0.00	282.74	0.00	1,000.00	1,282.74	64.14
Publications	13,310.00	2,040.68	3,253.34	1,693.82	2,144.16	9,132.00	68.61
Awards	300.00	0.00	200.00	0.00	0.00	200.00	66.67
	<u>21,820.00</u>	<u>2,591.73</u>	<u>4,286.96</u>	<u>2,848.11</u>	<u>6,379.70</u>	<u>16,106.50</u>	<u>73.82</u>
			Fund	Opening	Credits	Debits	Closing
Summary							
Opening Balance	31,437.73						
Income	3,053.53		Current	13,554.57	3,053.53	6,379.70	10,228.40
Expenses	6,379.70		Endowed	3,000.00	0.00	0.00	3,000.00
			Reserve	14,883.16	0.00	0.00	14,883.16
Closing Balance	<u>28,111.56</u>		Surplus	0.00	0.00	0.00	0.00
				<u>31,437.73</u>	<u>3,053.53</u>	<u>6,379.70</u>	<u>28,111.56</u>
Checking	1,326.21						
Money Market	13,620.26						
Certif. of Deposit	12,165.09						
Adv. to New Treasurer	1,000.00						
	<u>28,111.56</u>						

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Archives/Maritime Manuscripts Processor

One year grant-funded position to process manuscript and archival material at the Institute for Great Lakes Research, a division of Libraries and Learning Resources at Bowling Green State University in Ohio. Responsibilities include appraisal, arrangement and description, and the preparation of finding aids for manuscript and archival collections pertaining to Great Lakes maritime history.

Qualifications: Master's degree in American History, archival administration, library science, or related field preferred. Some processing experience is highly desirable; knowledge of Great Lakes maritime history would be a plus. The salary for this position is \$22,000 plus excellent fringe benefits.

Starting Date: September 1, 1990.

Applications: Letters of application, including current resume and the names, addresses, and phone numbers of at least three references, should be mailed to: Robert W. Grah., Chair, Search Committee, Library Deans Office, Jerome Library, Bowling Green State University, Bowling Green, Ohio 43403.

Deadline for Applications: July 31, 1990.

BGSU is an AA/EOC employer. Minorities and women are encouraged to apply.

Specialist II

Schomburg Center for Research in Black Culture/Rare Books, Manuscripts and Archives. Opening for Specialist II (or Specialist I on a training basis) to assume responsibility for accessioning, processing, and preparing manuscript collections under the direction of the Head Archivist.

Required: MLS or MA in social sciences or humanities, 2 yrs. archival experience, strong knowledge of Black history & culture essential.

Desired: Knowledge of Spanish, Portuguese or French & MARC-AMC.

Salary: Mid to upper 20s dep. on experience + complete benefits package. Send resume w/ cover letter to: Doreen Casey, Personnel Representative, The New York Public Library, 8 West 40th St., 2nd Floor, New York, NY 10018. EEOE--M/F

Project Archivist, Albany Institute of History & Art, Albany NY

18-month, NHPRC-funded project. Full-time, temporary position, starting November 1990.

Responsibilities: Appraise, develop record retention schedules, accession, arrange and describe the museum's institutional records.

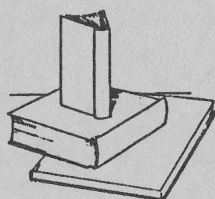
Qualifications: Master's degree in History or Library with specialization in Archives.

Salary: \$30,000 for 18 months, standard benefits.

Send letter of application to Prudence Backman, Chief Librarian, Albany Institute of History & Art, 125 Washington Ave. Albany, NY 12210.

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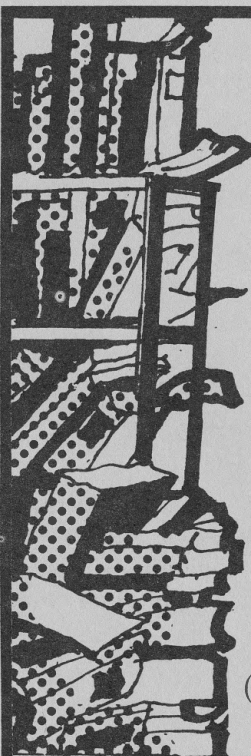
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REFERENCE SHELF

Bailey, Catherine, "Archivists as Information Managers?" *ABCA Newsletter*, v. 15, no. 4 (Spring 1990) p. 6-9 is an interesting discussion of the applications of modern archival theory to electronic records and the resulting question relating to the role of the archivist in a society based on computers. *ABCA Newsletter* is published by the Association of British Columbia Archivists, P.O. Box 3859, Main Post Office, Vancouver, B.C. Canada V6B 373,

Air and Space History Sources

Gull, Cloyd Dake and Smith, Charles Lewis *A Directory of Sources for Air and Space History: Primary Historical Resources in United States Repositories: A Preliminary Edition* has been published by the Smithsonian Institution. The scope of the directory covers the activities of individuals and institutions associated with air and space history, encompassing social, political, economic, scientific, and technological aspects of the two fields. Only collections in U.S. repositories are described, although the collections themselves may be international in scope. Chronological coverage extends from early balloon experimentation in the 19th century to aviation and space activities to around 1980. The directory describes only primary source materials. Represented in the volume are a wide range of traditional and technical material types and formats; these may include: manuscripts, photographs, negatives, blueprints, technical manuals, pilots' logbooks, charts, diaries, correspondence, scrapbooks, motion pictures, video records, sound recordings, oral histories, electronic data and other types of material. Published material, such as books, journals and contract reports commonly found in library collections are omitted. For further information, please contact Martin J. Collins, Co-Director, Glennan-Webb-Seamans Project for Research in Space History, National Air and Space Museum, Smithsonian Institution, Washington, DC 20560 or phone (202) 357-2828.



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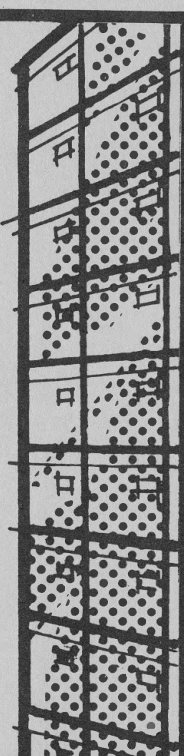
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SESSION ABSTRACTS

GRANTSMANSHIP'S CATCH-22: INDIVIDUAL REPOSITORY NEEDS AND NATIONAL FUNDING AGENCY PRIORITIES

Reported by Cynthia Swank

Four representatives of funding agencies described the procedures to follow in seeking grants, and types of projects encouraged by their respective programs.

Nancy Sahli, National Historical Publications and Records Commission, indicated that her agency often is considered a funder of first resort for archival projects. The NHPRC provides funding for establishing archival and records management programs where the archival component is central. The NHPRC is trying regrant projects where matching funds are provided by the state. Frank Suran, who was in the audience, described the Pennsylvania Museum and Historical Commission's experience with college and university regrants. The NHPRC currently is interested in electronic records issues and local government records.

The Division of General Programs, Humanities Projects in Libraries and Archives, National Endowment for the Humanities, also is a source of funding for projects relating to archives. Jane Rosenberg listed challenge grants to colleges and universities, and funding for exhibits, oral history projects, and access efforts such as arrangement and description, and surveys as typical successful proposals. Projects relating to not only textual records but also graphics, sound archives, artifacts, and photographs are considered. The NEH will provide no greater than a 1:1 match.

Fred Miller, Office of Preservation, National Endowment for the Humanities, indicated that preservation microfilming was a major component of his area's responsibilities.

Susan Stine, of Pew Memorial Trust, a major Philadelphia foundation, described the Philadelphia conservation project where Pew will pay for the conservation work necessary before items are loaned on a long-term basis to one cultural institution from another. The aim of this program is to protect Philadelphia's cultural patrimony. By providing funding, Pew hopes to encourage organizations not to deaccession items that no longer fit their collection policy.

All the speakers agreed that consultation with funding agencies, and adequate planning time were necessary components for preparing a successful grant proposal. Both Sahli and Rosenberg provided forms for obtaining additional information about their programs.

AN INTRODUCTION TO FACSIMILE TRANSMISSION, OR FACTS ON FAX FOR ARCHIVISTS

Reported by Laura G. Thomforde

This session gave archivists the opportunity to learn how facsimile transmission works, and how two libraries have used FAX systems to improve client services and more effectively use staff time.

Barbara Ickes, Central Public Services Division, Free Library of Philadelphia, described the Library's FAST-FACTS project. The initial grant-funded project allowed the Library to install a network of eight transceivers to improve access to the central library's collections. It has been such a success that plans now call for expanding the network to all of the library's branches.

Valerie Bennett, Document Delivery Librarian, Thomas Jefferson University, is a member of the Interlibrary Loan, Document Delivery and Union List Task Force of the Health Sciences Libraries Consortium. In recommending telefacsimile equipment for interlibrary loan operations, the group identified 96 features among nine broad criteria and assigned weights to each. They found that the relative importance of features changed as they investigated how the equipment would be used.

Sandra Aubrey, Select Office Systems, described how facsimile transmission works, the types of machines available, features, and cost ranges. She brought two FAX units for demonstration purposes. All the speakers stressed the need to determine the uses of the equipment and features needed by your organization.

TRIAL BY FIRE: WHAT ARCHIVISTS MUST DO TO MEET THE NEEDS OF GENEALOGISTS

Reported by Antoinette J. Segraves

Robert J. Plowman, Mid-Atlantic Regional Branch Archives, National Archives and Records Service, pointed out the major problem from the archives side: limited staff and therefore limited time that can be devoted to each patron. He suggested that the use of trained volunteers may alleviate this problem.

Jane Adams Clarke, professional genealogist, author, and lecturer, discussed her experiences using foreign archives, and pointed out that a detailed catalog of holdings would be most helpful. Walter Lee Sheppard, Jr., Fellow of the American Society of Genealogists, thought published guides would be of great value.

All the panelists agreed that genealogists needed to do their homework before visiting an archives, learning what materials might be available and how one would go about accessing them.

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in the preservation and use of all types of historical research materials. Individual yearly membership dues are \$10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at \$10 per year) and membership applications should be addressed to: Richard H. F. Lindemann, Special Collections Department, University of Virginia Library, Charlottesville, VA 22903-2498. Items submitted for *maa* publication should be typed and double-spaced. Send material to: Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903, telephone (201) 932-7006, FAX (201) 932-7579, Electronic Mail: Becker@Zodiac.bitnet. Deadlines are the first of March, June, September and December.

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